



09- C-1012

CITY OF ATLANTA

Shirley Franklin
Mayor

Office of the Mayor
55 Trinity Avenue, SW
Suite 2400
Atlanta, Georgia 30303
404-330-6100

Greg Pridgeon
Chief of Staff

May 5, 2009

President Lisa Borders and
Members of the Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell Street, SW
Atlanta, GA 30303

RE: Civil Service Board

Dear President Borders and Members of Council:

It is a pleasure for me to reappoint **James Middlebrooks** to serve on the Civil Service Board for the City of Atlanta. Mr. Middlebrooks is a resident of Atlanta and willing to continue to serve in this capacity. This appointment is for a **term of three (3) years retroactive**, to expire on 5/15/12.

I am confident that Mr. Middlebrooks will continue to serve the Civil Service Board with integrity and dedication. A copy of his resume' is attached for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "Shirley Franklin", written over the printed name.

Shirley Franklin

RESUME

James T. Middlebrooks
967 Oriole Drive, SW
Atlanta, Georgia 30311
404/752-6402
404/414-5150 cell

DIST. 10

OBJECTIVE

I am applying and seeking placement into the vacant position or future vacancy on the Civil Service Board, City of Atlanta.

QUALIFICATIONS

Qualified by over 30 years of professional experience in the performance and/or management of:

- | | |
|---------------------------|---|
| *EEO | *Safety and Health |
| *Training and Development | *Employment Assistance Programs |
| *TEAM building | *Testing/Selections |
| *Budget/Cost Controls | *Mediation |
| *Strategic Business Plans | *Employee Compensation |
| *Executive Presentations | *Injury Compensation |
| *Employee Relations | *Labor Relations |
| *Personnel Services | *Contract Negotiations and Arbitrations |
| *Workforce Strategies | *Conciliations |
| *Mediations | *Collection/Processing/Delivery of Mail |

PRIMARY ASSIGNMENT (1988-2001):

I oversaw and managed, through an immediate staff of eight direct reports, the following major functions for the Atlanta Performance Cluster, which was composed of over 15,000 employees, with a budget in excess of 1.1 billion dollars; Equal Employment activities, Labor Relations, Advocacy, Employee Assistance Program, Injury Compensation, Safety and Health, Medical Units and Consultant to the Performance Cluster Staff.

SPECIAL PROJECT (2000-2001):

I worked to ensure the installation of Integrated Resources Management (IRM) for the national office. The focus of IRM was to reduce costs associated with absenteeism in all forms, occupational, non-occupational, Family and Medical Leave Act (FMLA) and Reasonable Accommodation through a Resource Management Database. The database held all attendance information on every employee within the performance Cluster through an interactive software application designed to automate manual tracking of employee absences.

I worked on a multitude of other special projects and details during my career ranging from Regional Director of Human Resources, to U.S. Postal Service Team Leader for Priority Mail Processing Center (PMPC) Transition from Emery Worldwide Airlines.